



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

COMNAVAIRESFORINST 7131.1
N8

10 OCT 2000

COMNAVAIRESFOR INSTRUCTION 7131.1

Subj: FLIGHT HOUR PROGRAM

Ref: (a) DoD Financial Management Regulations
(b) Navy Comptroller Manual
(c) COMNAVRESFORINST P7100.1A

1. Purpose. This instruction establishes policies, responsibilities and procedures for the management and execution of the Commander, Naval Air Reserve Force (COMNAVAIRESFOR) Flight Hour Program.

2. Scope. This instruction applies to all COMNAVAIRESFOR activities involved in the support of COMNAVAIRESFOR aircraft, to include site comptrollers, wings, squadrons, Aircraft Intermediate Maintenance Departments (AIMDs), and supply departments.

3. Background

a. Before Fiscal Year (FY) 1998, The Flight Hour Program was managed by echelon IV comptrollers, with oversight from COMNAVAIRESFOR (N8). Comptrollers allocated flight hours, Temporary Additional Duty (TAD) travel and Organization Maintenance Activity (OMA) Operating Targets (OPTARs) to each of the squadrons under their purview. The comptrollers centrally managed Intermediate Maintenance Activity (IMA), Aviation Depot Level Repairable (AVDLR), and "Flight Other" funding for each Type/Model/Series (T/M/S) aircraft. This resulted in superb execution rates at each of the sites, but it did not provide the level of visibility necessary for identifying and funding T/M/S requirements. It did not allow wings and squadrons to decide the most efficient use of T/M/S funding, nor did it provide justification for increased funding from the resource sponsor.

b. As the Naval Reserve aircraft inventory continued to age, and the underfunded Navy supply system struggled to keep up with demand, COMNAVAIRESFOR endeavored to meet its flight hour goals. Consequently, hourly execution remained high while maintenance and supply production fell behind, resulting in a low Cost-Per-Hour (CPH) being reported back to the resource sponsor. The resource sponsor, in turn, mirrored the low reported costs with low out-year OP-20 funding.

c. In FY-98 COMNAVAIRESFOR transferred management control of the Flight Hour Program into the hands of the wings and squadrons. Although financial accountability still remained with the echelon IV comptrollers, the wings and squadrons were able to determine the most efficient use of their T/M/S funding. By realigning funding between aircraft and squadrons, as well as between Fuel, OMA, IMA, and AVDLR accounts, they were able to determine the balance between their flight hour commitments and their maintenance and supply requirements in the short term. This arrangement resulted in significant CPH increases, which COMNAVAIRESFOR was able to substantiate to the resource sponsor, thus rectifying OP-20 funding deficiencies.

10 OCT 2000

4. Discussion

a. To remain viable, COMNAVAIRESFOR must maintain maximum demonstrable readiness to the Fleet Commanders and to the Naval Aviation resource sponsor. Maximum readiness in the Flight Hour Program is a function of two factors: A properly priced OP-20, and maximum execution of OP-20 flight hours by all T/M/S.

b. Due to the changes brought about by COMNAVAIRESFOR'S switch to flight dollar management in FY-98, the Naval Reserve's OP-20 is properly priced in FY-01 and FY-02. It is therefore incumbent upon the wings and squadrons, beginning in FY-01, to concentrate on executing OP-20 hours to the maximum extent possible. To achieve this end, this instruction delineates the responsibilities and procedures that will allow:

- (1) Squadrons to concentrate on flight hour execution.
- (2) AIMDs and supply departments to focus on maintenance production.
- (3) Site comptrollers to maintain financial accounting and cost reporting responsibilities.
- (4) Wings to maintain control and visibility over all aspects of each TMS program.
- (5) COMNAVAIRESFOR (N8) to maintain oversight and control over all aspects of the Flight Hour Program.

5. Responsibilities

a. COMNAVAIRESFOR (N8) will maintain financial oversight and control over all aspects of the Flight Program. Specifically, COMNAVAIRESFOR (N8) will:

- (1) Allocate initial T/M/S and TAD funding to the site comptrollers based on phasing plan inputs received from COMNAVAIRESFOR (N3) Program Managers.
- (2) Allocate initial "Flight Other" funding to the site comptrollers based on historical usage and projected requirements.
- (3) Ensure adequate "cushions" are set-up and maintained to permit flight program changes throughout the year.
- (4) Publish guidance, at the start of the fourth quarter, establishing end-of-year procedures and deadlines to ensure a 100 percent obligation of flight program funding.
- (5) Coordinate all flight program changes requiring a transfer of funds between fenced accounts (i.e., between squadrons, between sites, from out-quarters to in-quarters, from "Flight Other" To "Flight", etc.) or a straight increase or decrease to any account.
- (6) Forward NAVCOMPT 2168-1 (Resource Authorization) to site comptrollers for any increase or decrease to their annual planning figures.
- (7) Function as the OPTAR manager for all Contract Maintenance, Contract Aircrew Training, and Contract Operation and Maintenance of Simulator funding.
- (8) Liaise with site comptrollers and Program Managers to resolve questions or issue guidance throughout the year.

10 OCT 2000

(9) Publish a monthly Flight Hour Cost Report (FHCR) for distribution to the Program Managers, wings, site comptrollers, and the Chief of Naval Operations (CNO) (N0959) reflecting the program execution and current status of funds for each squadron.

b. COMNAVAIRESFOR (N3) will maintain financial and operational oversight over all Navy T/M/S aircraft. Specifically, COMNAVAIRESFOR (N3) will:

- (1) Coordinate all operational issues affecting the Flight Program.
- (2) In conjunction with COMNAVAIRESFOR (N8), issue execution guidance to the wings and squadrons.
- (3) Liaise between the wings and COMNAVAIRESFOR's (N8), (N41), and (N42) in all Flight Program matters.
- (4) Provide initial phasing allocations to (N8) before the start of the FY.
- (5) Exercise approval authority for all "Flight" and "Flight Other" program changes pertaining to the squadrons and wings.
- (6) Monitor wing and squadron program execution in all "Flight" and "Flight Other" accounts.
- (7) Provide program funding change requests to COMNAVAIRESFOR (N8) to ensure adequate funding is established and maintained in all wing, squadron, and consolidated IMA/AVDLR accounts.

c. COMNAVAIRESFOR (N41) will maintain oversight of all Flight Program issues pertaining to Naval Reserve supply departments. Specifically, COMNAVAIRESFOR (N41) will:

- (1) Liaise with COMNAVAIRESFOR (N3) and (N8) to ensure adequate AVDLR funding is established and maintained at all Reserve supply departments.
- (2) Coordinate with COMNAVAIRESFOR (N42) to publish a report reflecting the status of funds for consolidated IMA/AVDLR accounts at each site. This report will be provided to each of the wings.
- (3) Ensure AVDLR OPTAR holders receive proper training in OPTAR management, to include reconciliation.

d. COMNAVAIRESFOR (N42) will maintain oversight of all Flight Program issues pertaining to Naval Reserve aviation maintenance. Specifically, COMNAVAIRESFOR (N42) will:

- (1) Liaise with COMNAVAIRESFOR (N3) and (N8) to ensure adequate IMA funding is established and maintained at all Reserve AIMDs.
- (2) Act as Program Manager for all funding issues and requirements concerning aircraft engines, AIMDs, Mobile Maintenance Facilities (MMF), and Support Equipment (SE).
- (3) Coordinate with COMNAVAIRESFOR (N41) to publish a report reflecting the status of funds for consolidated IMA/AVDLR accounts at each site. This report will be provided to each of the wings.

10 OCT 2000

(4) Ensure IMA OPTAR holders receive proper training in OPTAR management, to include reconciliation.

e. Wing commanders will maintain financial control over all T/M/S aircraft under their cognizance. Specifically, wing commanders will:

(1) Adhere to all financial management guidance established by upper echelons and issued by site comptrollers.

(2) Provide initial phasing allocations, by squadron and by quarter, to COMNAVAVAIRESFOR (N3) before the start of the FY.

(3) Liaise with COMNAVAVAIRESFOR (N42) to ensure adequate T/M/S OP-20 funding is established and maintained in consolidated IMA/AVDLR accounts at supporting Reserve AIMDs and supply departments.

(4) Provide program funding change requests to COMNAVAVAIRESFOR (N3) to ensure adequate funding is established and maintained in all wing and squadron accounts.

(5) In instances of inadequate OP-20 funding, determine the realignment of funds between Fuel, OMA, IMA, and AVDLR accounts to obtain the optimum balance between maintenance production and flight hour execution.

(6) Coordinate all operational and financial issues pertaining to Flight Program execution through COMNAVAVAIRESFOR (N3).

(7) Ensure that 80 percent of their Flight Program funding is obligated before 31 July each FY.

(8) Ensure wing OPTAR holders receive proper training in OPTAR management, to include reconciliation.

(9) Establish a program to monitor the execution of IMA and AVDLR funding, to include reimbursable funding leaving the claimancy.

f. Squadron Commanding Officers will maintain financial control over their Fuel, OMA and TAD funding in order to attain maximum flight hour execution. Specifically, squadron commanding officers will:

(1) Adhere to all financial management guidance established by upper echelons and issued by site comptrollers.

(2) Provide program funding requests to the wing to ensure adequate funding is established and maintained in both the "Flight" and TAD accounts.

(3) Ensure OPTAR personnel receive proper training in OPTAR management, to include reconciliation.

(4) Provide OPTAR status reports to the comptroller at the end of each month per local comptroller's guidance.

g. Comptrollers will continue to maintain financial accountability for all Flight Program funding distributed from COMNAVAVAIRESFOR (N8). Specifically, they will:

10 OCT 2000

(1) Ensure all aspects of the Flight Program are in compliance with the guidelines established by upper echelons, with particular emphasis to references (a) through (c).

(2) Establish site OPTAR accounts under the initial allocations provided by COMNAVAIRESFOR (N8) before the start of the FY, to include consolidated IMA/AVDLR accounts for AIMDs and supply departments supporting noncollocated squadrons.

(3) Reprogram funding under the program allocation changes received from COMNAVAIRESFOR (N8) throughout the year.

(4) Provide monthly program execution to COMNAVAIRESFOR (N8) by the 10th of each month.

(5) Coordinate with COMNAVAIRESFOR (N8) to maintain a funding "cushion" throughout the year for handling emergent funding issues and for facilitating funding movements from out-quarters to in-quarters.

(6) Coordinate with COMNAVAIRESFOR (N8) to ensure adequate funding is established and maintained in all nonflight accounts.

(7) Provide OPTAR management guidance to OPTAR personnel as required, to include reconciliation training.

h. AIMDs will be responsible for providing maintenance support for COMNAVAIRESFOR aircraft. Specifically, they will:

(1) Manage Flight Program resources in the most efficient manner possible.

(2) Notify the site comptroller, COMNAVAIRESFOR (N42) and the respective wing of projected funding shortfalls when 80 percent of a squadron's IMA funding becomes obligated.

(3) Coordinate with their supply departments to publish a report as directed by COMNAVAIRESFOR (N42), reflecting the status of funds for consolidated IMA/AVDLR accounts at their activity.

(4) Ensure IMA OPTAR personnel receive proper training in OPTAR management, to include reconciliation.

(5) Provide OPTAR status reports to the comptroller at the end of each month per the local comptroller's guidance.

i. Supply Departments will be responsible for providing material support for COMNAVAIRESFOR aircraft. Specifically, they will:

(1) Manage Flight Program resources in the most efficient manner possible.

(2) Notify the site comptroller, COMNAVAIRESFOR (N41) and the respective wing of projected funding shortfalls when 80 percent of a squadron's AVDLR funding becomes obligated.

(3) Coordinate with their AIMDs to publish a report as directed by COMNAVAIRESFOR (N41), reflecting the status of funds for consolidated IMA/AVDLR accounts at that site.

10 OCT 2000

(4) Ensure AVDLR OPTAR personnel receive proper training in OPTAR management, to include reconciliation.

(5) Provide OPTAR status reports to the comptroller at the end of each month under the local comptroller's guidance.

6. Policy and Procedures

a. Before the start of the new FY.

(1) COMNAVAIRESFOR (N8) will provide OP-20, TAD, and Administrative planning figures to the wings via COMNAVAIRESFOR (N3).

(2) Wings will submit a phasing plan, via COMNAVAIRESFOR (N3), to COMNAVAIRESFOR (N8) that breaks down T/M/S funding by squadron and by quarter.

(3) In conjunction with COMNAVAIRESFOR (N41) and (N42), wings will determine, by squadron, quarterly funding allocations for all Reserve AIMDs and supply departments supporting their aircraft.

(4) Based on wing phasing plans, COMNAVAIRESFOR (N8) will set up "Flight" and "Flight Other" accounts with the site comptrollers, to include consolidated IMA/AVDLR accounts for squadrons not collocated with Reserve AIMDs and supply departments.

(5) Site comptrollers will establish OPTARs at the AIMD and supply department with fenced accounts for each squadron's IMA and AVDLR funding, and established Fuel, OMA, and TAD OPTAR accounts at each squadron.

b. Program Management

(1) All program changes must be authorized by COMNAVAIRESFOR (N8).

(2) Wings, in conjunction with their respective COMNAVAIRESFOR (N3) Program Managers, will direct all program changes involving squadron "Flight" and TAD funds, to include consolidated IMA/AVDLR accounts.

(3) COMNAVAIRESFOR (N42) will request program changes involving AIMD TAD, SE, and MMF accounts.

(4) Site comptrollers will request program changes involving all other non-flight accounts.

(5) Funding movement from a squadron's IMA account to its AVDLR account will not require a program change or wing approval. The site comptroller will coordinate these realignments with the IMA and AVDLR OPTAR managers. Wings will be informed via monthly status of funds reporting established by COMNAVAIRESFOR (N41) and (N42).

(6) Funding movement from a squadron's OMA account to its fuel account will not require a program change. Squadrons will coordinate these realignments with site comptrollers. Wings may establish guidance restricting such realignments.

(7) Funding movement between a squadron's OMA account and its IMA account will not require a program change. Squadron's will coordinate these realignments with site comptrollers. Wings may establish guidance restricting such realignments.

10 OCT 2000

(8) Funding movement from a squadron's AVDLR or IMA account to its fuel account will require wing approval. The wing will request the appropriate funding movement from the site comptroller.

(9) Wings, squadrons, AIMDs and supply departments are NOT authorized to exceed their total quarterly allocations.

c. Program Change Procedures

(1) For "Flight" and TAD accounts, the wing, based on input from the OPTAR managers, will determine the need and scope of a funding change. The wing will also determine if the change will be between squadrons or involve the movement of funding between quarters, or necessitate a plus up to existing T/M/S funding. The wing will provide a change request to their COMNAVAIRESFOR (N3) Program Manager for approval, who will forward the approved request to COMNAVAIRESFOR (N8). COMNAVAIRESFOR (N8) will authorize the change, inform the applicable comptrollers of the change via e-mail, and issue a NAVCOMPT 2168-1 authorization when required. Only after the comptrollers receive the change authorization can realigned funding be obligated.

(2) For consolidated IMA/AVDLR accounts at Reserve AIMDs and supply departments, the OPTAR managers will inform the respective wing of the need for additional funding whenever a squadron's account reaches 80 percent obligation. Similar to "Flight" change requests, the wing will determine if the change will be between squadrons or involve the movement of funding between quarters, or necessitate a plus up to existing T/M/S funding. The wing will submit a change request to their COMNAVAIRESFOR (N3) Program Manager for approval, who will then forward the approved request to COMNAVAIRESFOR (N8). COMNAVAIRESFOR (N8) will authorize the change, inform the applicable comptrollers of the change via e-mail, and issue a NAVCOMPT 2168-1 authorization when required. Only after the comptrollers receive the change authorization can realigned funding be obligated.

(3) For AIMD TAD, SE, and MMF accounts, COMNAVAIRESFOR (N42) will determine the need and scope of the funding change. They will also determine if the change will be between sites or involve the movement of funding between quarters, or necessitate a plus up to existing funding. COMNAVAIRESFOR (N42) will provide a change request to COMNAVAIRESFOR (N8). COMNAVAIRESFOR (N8) will authorize the change, inform the applicable comptrollers of the change via e-mail, and issue a NAVCOMPT 2168-1 authorization when required. Only after the comptrollers receive the change authorization can the realigned funding be obligated.

(4) For all other nonflight accounts, the comptroller will initiate the change request. COMNAVAIRESFOR (N8) will determine the nature and source of any funding realignment, authorize the change, inform the applicable comptrollers of the change via e-mail and issue a NAVCOMPT 2168-1 authorization when required. Only after the comptrollers receive the change authorization can the realigned funding be obligated.

d. Cost Reporting

(1) At the end of each month all OPTAR managers will submit status reports to their respective comptrollers per the local comptroller guidance.

(2) Comptrollers will report all Flight Program obligations at their activity to COMNAVAIRESFOR (N8) by the 10th of each month.

10 OCT 2000

(3) COMNAVAIRESFOR (N8) will track contract maintenance execution each month and include it in the FHCR.

(4) COMNAVAIRESFOR (N8) will consolidate costs by wing and squadron, to include costs incurred in consolidated IMA/AVDLR accounts, and publish a FHCR. The FHCR will show cumulative CPHs, as well as the status of funds remaining in each squadron's account.

(5) Reserve AIMDs and supply departments, under COMNAVAIRESFOR (N41) and (N42) guidance, will publish a monthly report depicting the status of funds for each squadron's IMA and AVDLR accounts, to include consolidated IMA/AVDLR accounts.

e. End of Year Execution. Before the end of July each year, COMNAVAIRESFOR (N8) will issue official guidance to the wings, COMNAVAIRESFOR (N3), and site comptrollers issuing end of year Flight Program procedures.

7. Forms. The Resource Authorization form, NAVCOMPT 2168-1 is a computer generated form controlled by Commander, Naval Reserve Force (N00F).


M. B. NORGART

Distribution: (COMNAVRESFORINST 5218.2B)

List B1 (23C (N00F) only), 42RR (N3, N41, N42, N8) only)

B2 (FR3 (AIMDs/Supply Departments), FR4, FR5, FR14 only)

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